



# ASSOCIATION OF FLIGHT ATTENDANTS

**Communications Workers of America AFL-CIO**

610 S. Industrial Blvd suite #230 Euless TX, 76040 Fax: 214-988-1148



## SCHEDULING INCIDENT REPORT

Dear AFA-CWA Member,

In order to insure complete contractual compliance, we need every Envoy Air Flight Attendant to write up any problems they encounter with Crew Scheduling. Behind this you will find a Scheduling Incident Form that must be filled out by each Flight Attendant for each and every scheduling incident that occurs i.e., junior manning, extension, drops and swaps, downgrades, cancellations without notification, assignment to new flying when no flying is lost, unprofessional behavior, reserve violations etc.

We really need to be proactive in dealing with this department. Verbally citing scheduling incidents does not work. **WE NEED TO HAVE DOCUMENTATION AND NAMES OF SCHEDULERS.**

ATTN RESERVES: Copies of the most recent HI33 should also be provided.

All completed scheduling incident forms must be placed in the AFA-CWA Grey mail-box in our crew room.

Sincerely,

**AFA-CWA LEC 52 Officers DFW/LGA**



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## SCHEDULING INCIDENT FORM

PLEASE FILL OUT THE FORM COMPLETELY AND LEGIBLY!

F/A NAME AND EMPLOYEE # \_\_\_\_\_

F/A Phone # \_\_\_\_\_ & Email \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_ DATE OF INCIDENT \_\_\_\_\_ A/C # \_\_\_\_\_

PAIRING # \_\_\_\_\_ POSITION \_\_\_\_\_

FLIGHT # \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

NAMES AND TIME OF SCHEDULER INVOLVED (Please include any documentation

i.e. HI3, HI6, HI1 etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IF A CONTRACTUAL VIOLATION OCCURRED, WHAT SECTION, SUB-SECTION, AND/OR PAGE? IF YOU ARE UNSURE PLEASE DON'T WORRY AND JUST PROVIDE AS MUCH INFORMATION REGARDING THE SITUATION AS POSSIBLE.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

